

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 1

**INDEX TO CITIES AND TOWNS BULLETIN
(March 2007 through December 2016 Inclusive)**

	<u>Issue</u>	<u>Page</u>
A-133 REQUIREMENTS.....	March 2015	11-13
ABANDONED VEHICLE FUND	IC 9-22-1	
ACCIDENT REPORTS		
Procedures	Dec. 2016	15
.....	Sept. 2013	3-4
.....	Sept. 2010	3
ACCOUNTING MANUAL		
Available Online at www.in.gov/sboa		
ACKNOWLEDGMENTS		
Clerk-Treasurer's Notary Powers	Sept. 2008	3
ADDITIONAL EXCISE TAX JUDGMENTS		
Procedure	Dec. 2016	11
ADVANCE OF PROPERTY TAXES		
Authority for	Sept. 2007	1
ADVERTISING, PUBLIC NOTICE		
Additional Appropriations (IC 6-1.1-18-5).....	Dec. 2011	6-7
Annual Report.....	Dec. 2009	5
General Requirements	June 2012	18-19
Number of Newspapers Required	Sept 2014	4
Ordinances, Penal	Sept. 2012	5
Posting Notices on Newspaper Website	Sept. 2010	6
Public Purchases	IC 5-22	
Publisher's Claim Form	March 2009	10-12
Publishing in Newspapers Owned by Official.....	Sept. 2012	8
Rates.....	Dec. 2012	11-15
.....	Dec. 2013	9-13
.....	Dec. 2014	10-14
.....	Dec. 2015	12-16
.....	Dec. 2006	4
.....	Dec. 2009	31-35
.....	Dec. 2011	12-16
Rental - Purchase Agreements	Dec. 2007	8
Salaries - Elected City Officials	Sept. 2013	7
AID TO COMMUNITY FACILITIES AND PROGRAMS		
Contract Required.....	Sept. 2012	2

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 2

	<u>Issue</u>	<u>Page</u>
AIRPORTS		
Assistance to Private Airports.....	IC 36-9-2-3	
Joint Airport Authorities	March 2013	3
ALCOHOL AND DRUG COUNTERMEASURES FEE		
Procedures for Distribution	Sept. 2010	1
ALCOHOL AND DRUG SERVICES PROGRAM		
Establishment	Dec. 2011	7
ALCOHOLIC BEVERAGE TAXES AND PERMIT FEES		
Distribution to Cities and Towns		
Auditor of State Distribution Account Numbers	Dec. 2016	7
Excise Tax	Dec. 2016	6
Gallonage Tax	Dec. 2016	6
AMBULANCE SERVICE		
Emergency Medical Services	March 2008	3-4
ANNUAL REPORT		
Electronic Filing Requirements	Dec. 2015	4
Local Road and Street Operations	Dec. 2016	3
Publication in Pamphlet Form - Second Class Cities	Dec. 2015	4
Publication Requirements.....	Dec. 2015	5
APPROPRIATIONS		
Additional	Dec. 2011	6-7
Budget - Final Action	Dec. 2008	8
Cumulative Funds.....	Sept. 2007	1
Disaster Relief Funds	March 2009	5
Donations.....	June 2016	13
Encumbrance of.....	Dec. 2016	2
Failure to Pass Ordinance	Dec. 2007	9
Federal Funds.....	March 2009	4-5
.....	Part 2 June 2015	5
Insurance Claim Proceeds	Dec. 2013	7
Not To Exceed Budget	Dec. 2008	8
Overdrawn - Prohibited.....	March 2008	1
Parking Meter Funds	IC 36-9-12-5	
Requirements	June 2010	16-18
.....	Dec. 2014	8
State Grants.....	March 2009	4-5
.....	Part 2 June 2015	5
Transfers.....	March 2012	4
Park and Recreation Boards - Transfers.....	March 2008	5
When Not Required	June 2010	16
Reimbursement Grants	March 2009	4-5
.....	Part 2 June 2015	5
APPROVALS, FORM		
Computer Forms.....	Sept. 2010	9-10
.....	Dec. 2010	9

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 3

	<u>Issue</u>	<u>Page</u>
ASSET FORFEITURE	IC 34-24	
ASSETS		
Inventories	March 2014	3
Estimating the Cost of	March 2012	9
ASSIGNMENT OF WAGES		
Procedures	Dec. 2014	7
.....	March 2008	6-7
.....	Sept. 2011	10-11
ATC EXCISE TAX.....	Dec. 2016	6
ATC GALLONAGE TAX.....	Dec. 2016	6
ATTORNEY, CITY		
Powers and Duties, Compensation	Sept. 2016	6
Additional Compensation.....	March 2016	9
AUDITS		
GAO Independence Standards	March 2013	6
Not-For-Profit Corporations	Sept. 2016	8
Single	March 2015	11-13
Requests.....	Dec. 2011	9
Required in Certain Circumstances.....	Dec. 2016	16
BAD CHECKS.....	June 2010	19
BAIL BONDS - ADMINISTRATIVE FEES.....	IC 35-33-8-3.2	
BANK DEPOSITS		
Remote Capture	Part 1 June 2016	6
BANDS AND ORCHESTRAS		
Support of	March 2009	9
BANK DEPOSITS		
Remote Capture	Part 1 June 2016	6
BANK RECONCILEMENTS		
Required Monthly.....	Dec. 2008	8
BANK/CREDIT CARD PAYMENTS		
To Cities and Towns.....	Dec. 2013	6
To City and Town Courts.....	Dec. 2016	14
BARRETT LAW (General Statute, IC 36-9-37)		
Certification of Waivered and Nonwaived Assessments	IC 36-9-37-9	
Custodian of Funds (IC 36-9-37-4).....	March 2008	1
Interest and Penalty on Delinquent Assessments.....	IC 36-9-37-21	
Investments	IC 36-9-37-15	
Official Bonds (IC 36-9-37-7).....	Dec. 2011	10
Old Waived Balances	IC 36-9-37-42	
Payments to Bond Holders.....	IC 36-9-37-43	
Prepayments.....	IC 36-9-37-44	
Release of Lien on Unpaid Assessments (IC 32-8-7-3).....	March 2008	1

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 4

	<u>Issue</u>	<u>Page</u>
NOTE: For further discussion on Barrett Law, see Cities and Towns Accounting Manual for the following articles:		
Delinquent Waivered Assessments	45-2	
Explanation of Use of Forms.....	45-5 to 45-14	
Nonwaived Barrett Law Assessments	45-1	
Official Bond.....	45-3	
Old Barrett Law Waivered Balances	45-3	
Prescribed Forms.....	42-5	
Release of Lien on Unpaid Assessments	45-3	
Waived Barrett Law Assessments	45-1	
 BIDS		
Cancellation of	March 2009	6
Doing Business With Iran, Disqualification for.....	Sept. 2012	17
Escalator Clause.....	IC 5-22-17-10	
Petroleum Products.....	Sept. 2013	1
Public Works.....	IC 36-1-12	
.....	Dec. 2016	10
Public Purchases	IC 5-22	
 BONDED INDEBTEDNESS		
Bond Issues - Accounting Requirements	March 2014	2
General Statutory Requirements in Cities	March 2015	3
General Statutory Requirements in Towns	March 2015	3
Premium and Accrued Interest.....	Sept. 2014	6
Surplus Bond Proceeds	Dec. 2008	10
 BONDS, OFFICIAL (IC 5-4-1)		
Amount	June 2009	22
Barrett Law	Dec. 2011	10
Filing	June 2009	22
Parks and Recreation - Officers and Employees	IC 36-10-3-16	
.....	Sept. 2016	2
Registered	Sept. 2015	5-6
Term - Public Law 117.....	June 2011	6
 BUDGETS		
Final Action	Dec. 2008	8
 BUILDING AUTHORITIES		
.....	Sept. 2012	6
 BUILDING PERMIT FEES		
Proper Handling.....	Sept. 2015	5
 BUILDINGS, MUNICIPAL		
Cumulative Fund.....	March 2011	3
 BULLETINS		
Index	Dec. 2014	10

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 5

	<u>Issue</u>	<u>Page</u>
BUY MONEY		
Pay to Informants, Etc.	Sept. 2014	10
.....	Part 1 June 2016	6
CAGIT TAX		
Supplemental Distributions.....	March 2007	4
CAPITAL ASSETS		
Estimating the Cost of	Part 1 June 2016	5
Inventories	March 2014	3
CAPITALIZATION POLICY		
Capitalization Threshold	March 2014	3
CASH CHANGE FUND		
Procedure to Establish	March 2012	7
Changing Account Set by Council	March 2012	7
CASH RESERVE FUND		
General Statute.....	IC 8-1.5-3-11	
Procedure	Sept. 2014	3
CREDIT TAX		
Procedure.....	June 2007	10-13
Supplemental Distributions.....	March 2007	4
Transfers.....	Dec. 2014	5
CEMETERIES		
Municipally Operated.....	IC 23-14-65	
CERTIFICATIONS		
To County Treasurer - Names and Addresses.....	Dec. 2016	4
.....	March 2012	8
CERTIFIED CHECKS		
Alternatives Available	Dec. 2015	6
CERTIFIED TECHNOLOGY PARKS		
Procedures to Establish.....	Dec. 2012	5
CHECKS (WARRANTS) (See WARRANTS)		
Forgery	IC 35-43-5-2	
Deception.....	IC 35-43-5-3	
Dishonored	Sept. 2010	5
CHILD LABOR LAW RESTRICTIONS		
Regulations.....	Sept. 2009	4-5
Rest Breaks	Sept. 2009	5
Penalties	Sept. 2009	5
CHILD RESTRAINT SYSTEM PENALTIES		
Procedures	Part 2 June 2015	1
CHILD SUPPORT WITHHOLDINGS		
Procedures	Dec. 2007	8

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 6

	Issue	Page
CIGARETTE TAX		
Cumulative Capital Improvement Fund.....	March 2015	2-3
Distribution - Auditor of State Account Numbers	Dec. 2016	6
CITY AND TOWN COURT COST FUND		
Procedures for Claiming from County	Sept. 2010	7-8
CITY-COUNTY BUILDING AUTHORITY		
Provisions of Governing Law.....	IC 36-9-13	
.....	Sept. 2012	6
CITY MANAGER		
Employment of.....	Sept. 2007	3-5
CLAIMS		
Allowance of City Claims	June 2013	17
Allowance of Water, Gas, and Electric Claims	June 2013	18
Computing Salaries for Partial Months	Dec. 2014	7
Filing and Docketing	March 2010	1-2
.....	March 2016	5-6
Interest on Delinquent Accounts.....	Dec. 2014	10
Interest on Payment for Road Work	June 2013	16
Interest on Public Contracts	June 2013	17
Official's Responsibility for Disbursing	Dec. 2007	9
Payment of Invoices or Bills - Requirements.....	March 2010	1-2
Payment Prior to Board Allowance.....	Sept. 2015	7
Rubber Stamp Signatures	Sept. 2012	1
Payments to State and Federal Agencies	March 2010	3
.....	March 2016	7
CLERK-TREASURER		
Appointment of Office Personnel.....	Dec. 2007	4
Attorneys.....	Sept. 2015	8
Conveyances, Mortgages or Instruments of Writing	Sept. 2010	6
Liability.....	Sept. 2007	5
Notary Powers	Sept. 2008	3
Powers and Duties of Clerk-Treasurer		
City - 2nd Class Cities.....	IC 36-4-10-5	
City - 3rd Class Cities.....	IC 36-4-10-4.5	
Town.....	June 2009	
.....	IC 36-5-6-6	16
Utilities.....	March 2016	10
Receipt and Care of Money	Sept. 2014	2
Residence Requirement	March 2013	4
Utility Billing and Collection Employees	Dec. 2007	4
Year End Duties.....	Dec. 2013	1
CLOTHING AND EQUIPMENT ALLOWANCE		
City Police Officers and Firefighters	March 2009	3
Town Marshals	March 2009	4
Volunteer Firefighters	Sept. 2016	3
.....	March 2009	3
COMBAT ZONE PAY		
IRS Regulations.....	Sept. 2014	8
COMMISSIONS		
Vending Machines	Dec. 2016	9

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 7

	<u>Issue</u>	<u>Page</u>	
COMMON CONSTRUCTION WAGE			
Guide to Establishing.....	Dec. 2009	12-29	
COMMON COUNCIL			
Condemnation, Rental, Purchase of Property.....	IC 36-9-6-4		
Legal Assistants.....	Sept. 2012	1	
COMMUNITY PROGRAMS – AID TO			
Contract Required.....	Sept. 2012	2	
COMPENSATION			
Absence from Work for Injury	March 2008	2	
Additional Compensation			
City Attorney.....	Sept. 2016	6	
City Officers and Employees-from a Utility or Function	March 2014	11	
Advance Payments Prohibited	March 2009	6	
Annual Salaries - Proper Payments	March 2013	3	
Appointive City Officers and Employees	March 2014	10	
Assignment of Wages.....	Dec. 2014	7	
	March 2008	6-7
	Sept. 2011	10-11
Banks - Payment to	March 2007	4	
City Attorney	Sept. 2016	6	
City Officers and Employees	March 2014	10	
Combat Zone Pay.....	Sept. 2014	8	
Compensatory Time Off	March 2007	5	
Computing Salaries for Partial Months	Dec. 2014	7	
Deceased Employees.....	Dec. 2009	7-8	
Elected City Officials.....	March 2014	10	
Federal Minimum Wage and Overtime Provisions	March 2010	3	
Firefighters and Police Officers	March 2014	11	
Ghost Employees	IC 35-44.1-1-3		
Hours Worked - Record Required	IC 5-11-9-4		
Jury Duty and Subpoenaed Witness	Sept. 2008	1	
Overpayments of	March 2008	7	
Prevailing Wages – Common Construction Wage	Dec. 2009	12-29	
Town Officers and Employees.....	March 2014	12	
Park and Recreation - Salary Increases.....	March 2008	5	
Waiver of.....	Sept. 2011	10	
Record of Hours Worked	June 2012	23	
COMPUTER SYSTEMS			
Purchases and Form Approvals	Dec. 2010	9	
Hardware and Software	March 2014	1	
CONFISCATED WEAPONS			
Disposal of	Sept. 2013	5-6	
CONFLICT OF INTEREST			
Public Officials	March 2013	4-6	
Statement Form	March 2013	8-9	
CONTRACTING WITH A UNIT			
Policy and definitions	IC 36-1-21		
	March 2016	2-3

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 8

	Issue	Page
CONTRACTS		
Doing Business with Public Depository Officials or Public Printers.....	Sept. 2012	4
Escalator Clause.....	IC 5-22-17-10	
Gateway Upload	Sept. 2016	1
Interest In by Public Officials	March 2013	4-6
Not-For-Profit Corporations	Sept. 2016	8
Prevailing Wages – Common Construction Wage	Dec. 2009	12-29
Retainage	June 2008	12-13
Volunteer Fire Companies.....	Dec. 2008	4
CONTRIBUTIONS, DONATIONS, GIFTS		
Procedures	Part 1 June 2016	3
CONTROLLED SUBSTANCE EXCISE TAX		
Use for Criminal Investigations	Sept. 2010	5
CONVEYANCES, MORTGAGES OR INSTRUMENTS OF WRITING		
City Clerk or Clerk-Treasurer's Powers	Sept. 2010	6
COOPERATIVE FACILITIES		
Agreements between Local Governmental Units	IC 36-1-7	
COPY FEES.		
.....	Dec. 2015	5
.....	June 2009	15
CORPORATIONS		
Not-For-Profit Audits	Sept. 2016	8
COST SAVING INCENTIVE PROGRAM		
.....	June 2013	18
COUNTY ECONOMIC DEVELOPMENT INCOME TAX (CEDIT)		
Procedures	June 2007	10-13
Uses.....	Sept. 2015	8
COUNTY SLOT MACHINE WAGERING FEE FUND		
.....	March 2014	6
COURT FEE		
Changes	Part 2 June 2015	7
COURTS, CITY AND TOWN		
Additional Excise Tax Judgments.....	Dec. 2016	11
Bank/Credit Card Payments	Dec. 2016	14
Child Restraint System Penalties	Part 2 June 2015	1
Clerk's Record Perpetuation Fund	Sept. 2010	3
.....	Sept. 2014	6
DNR Fines	Dec. 2011	10
Document Fees	Sept. 2014	6
Investments	Sept. 2008	1
Late Payment Fee	Sept. 2014	6
Moving Traffic Violations – Enforcement.....	Sept. 2012	2
Old Outstanding Checks.....	June 2011	17
Overweight Vehicles - Judgments	Dec. 2008	9
Seatbelt Violations	Sept. 2012	1
Pretrial Diversion Program Fees	Sept. 2014	7
Probation User Fees.....	Sept. 2013	13
Special Judges and Judges Pro Tempore	Mar. 2011	2
Speed Limits – City and Town Streets	Sept. 2012	2-5
State User Fees.....	Sept. 2010	1

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 9

	<u>Issue</u>	<u>Page</u>
COURTS, CITY AND TOWN (Continue)		
Tobacco – Sale to Minors.....	June 2013	18
Trust Items.....	Dec. 2010	8
Unauthorized Court Fees	Sept. 2012	15-16
CREDIT CARDS		
Payments to City and Town Courts	Dec. 2016	14
Potential Fraud	Dec. 2015	7
Procedures for Payment by Taxpayers and Utility Customers.....	Sept. 2013	10
Procedures for Purchases	Dec. 2014	6
CRIMINAL JUSTICE INSTITUTE GRANTS		
Procedures	March 2015	3
CRIMINAL HISTORY FEES		
Procedures	March 2015	1
CUMULATIVE CAPITAL DEVELOPMENT FUNDS		
Rates	June 2014	11
CUMULATIVE FUNDS		
Appropriation of	Sept. 2007	1
Cumulative Building Fund.....	March 2011	3-4
Cumulative Capital Development Fund.....	March 2011	4-6
Cumulative Capital Improvement Fund (Cigarette Tax Supported)		
Auditor of State Distribution Account Number	Dec. 2016	7
Uses	March 2015	2-3
Cumulative Capital Improvement Fund (Tax Levy Supported)	IC 36-9-16-3	
Cumulative Drainage Fund.....	IC 36-9-27-99	
Fire Stations, Fire Equipment, and Police Radio		
Equipment in Cities and Towns (IC 36-8-14).....	Sept. 2016	2
Parks, Cities (IC 36-10-4-36).....	Sept. 2013	1
Sewer System (IC 36-9-26)	Dec. 2008	6
Transportation Fund	IC 36-9-4-48	
DECEASED PERSONS		
Payment of Funds Due From Governmental Unit	Dec. 2009	7
DEFERRED COMPENSATION PLANS		
Public Employees Retirement Fund	Sept. 2015	6
Section 457 Requirements	Sept. 2008	2
DEFERRED RETIREMENT OPTION PLAN (DROP)		
Procedures	Sept. 2012	13-14
DELINQUENT TAXES OF PUBLIC OFFICERS AND EMPLOYEES		
Method of Collection - Certification of Names & Addresses	Dec. 2016	4
Sewer Service Charge.....	March 2016	7
DEMOLITION FUND (See UNSAFE BUILDING FUND)		

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 10

	<u>Issue</u>	<u>Page</u>
DEPOSITORIES		
Approved Listing	March 2016	1
Daily Deposits Required	Sept. 2014	3
Designation of Deposit of Funds in Bank in Which Public Official		
Depositing Compensation of Public Employees.....	March 2007	4
Monthly Bank Reconciliation	Dec. 2008	8
Park and Recreation Department.....	March 2009	7
DEPOSITS FOR CUTTING STREETS AND CURBS		
Proper Handling.....	Dec. 2012	9
DEPOSITS, METER		
Unclaimed.....	June 2014	10
DIPHTHERIA, TETANUS, AND RABIES VACCINES		
Payments for.....	Sept. 2008	3
DISASTER RELIEF FUNDS		
Accounting and Budgeting.....	Part 2 June 2015	2
DISHONORED CHECKS		
Referral to Prosecuting Attorney	Sept. 2010	5
DOCUMENT FEES		
City or Town Court.....	Sept. 2010	4
DONATIONS		
Aid to Community Programs.....	Sept. 2012	2
Procedures	Part 1 June 2016	3
To Foundations.....	Part 2 June 2015	6
DORMANT FUND BALANCES		
Transfers (IC 36-1-8-5 (b)(2))	Dec. 2013	3
Transfers.....	Dec. 2016	3
DUAL OFFICE HOLDING		
OAG Official Opinion No. 13, 1970.....	June 2012	20-21
DUNS NUMBER REQUIREMENT		
.....	Dec. 2014	6
ECONOMIC DEVELOPMENT COMMISSION		
Financing	IC 36-7-12	
EDIT TAX		
Procedures	June 2007	10-13
Transfers.....	Dec. 2013	5
ELECTIONS		
Expenses - All Cities and Towns Over 3,500 Population	June 2012	22-23
Expenses - Towns Under 3,500 (Except for Marion County)	June 2012	22-23
EMAIL SCAMS		
Fraudulent.....	Part 1 June 2016	1

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 11

	<u>Issue</u>	<u>Page</u>
ELECTIONS		
Expenses - All Cities and Towns Over 3,500 Population	June 2012	22-23
Expenses - Towns Under 3,500 (Except for Marion County)	June 2012	22-23
EMERGENCY MEDICAL SERVICES		
Procedures for Establishment and Operation	March 2008	3-4
ENCUMBRANCES		
Of Appropriations	Dec. 2015	2
EXAMINATION OF RECORDS		
Requests.....	Dec. 2011	9
EXCISE, ADDITIONAL JUDGMENTS		
Procedures	Dec. 2016	11-13
EXCISE SURTAX AND WHEEL TAX		
Uses.....	March 2014	5
FACSIMILE TRANSMISSION		
Fees	Sept. 2015	9
FAIR LABOR STANDARDS ACT		
Compensatory Time Off	March 2007	5
Minimum Wage Provisions	March 2010	3
Overtime Rules	Part 1 June 2016	1
FEDERAL EXCISE TAXES		
Exemption.....	Sept. 2016	3
Refunds	Sept. 2016	3
FEDERAL FUNDS		
Appropriation	Part 2 June 2015	5
Cognizant Agencies.....	Sept. 2012	8
DUNS Number Requirements	Dec. 2013	6
Reimbursement Grants	Part 2 June 2015	5
FIELD EXAMINERS		
Identification.....	Sept. 2010	8
FINANCIAL ASSISTANCE		
Non-governmental Entities	Sept. 2016	8
FIREFIGHTING EQUIPMENT		
Cumulative Fund in Cities and Towns	Sept. 2016	2
Rental - Purchase Contracts	Dec. 2007	8
Transfer to Volunteer Fire Company	Sept. 2009	6
FIREFIGHTERS, CITY		
Equipment and Clothing Allowance.....	March 2009	3
Residence Requirements	IC 36-8-4-2	
.....	Sept. 2016	4
Worker's Compensation Insurance	IC 22-3-2-2	
.....	March 2012	3
Worker's Occupational Disease Insurance (IC 22-3-7-2).....	Sept. 2013	1

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 12

	<u>Issue</u>	<u>Page</u>
FIREFIGHTERS, VOLUNTEER (See VOLUNTEER FIREFIGHTERS)		
FIREFIGHTERS PENSION FUND		
Benefits - 1937 Firefighter's Pension Fund	IC 36-8-7	
Benefits - 1977 Pension and Disability Fund.....	IC 36-8-8	
Fiscal Officer's Responsibilities	Dec. 2010	10
Funeral Benefits.....	Dec. 2008	6
Official Bond Requirements - Secretary - Public Law 117	June 2011	7
Records	June 2012	20
FIRE PROTECTION		
Contracts With Volunteer Fire Companies	Dec. 2015	3
FLOOD CONTROL DISTRICT		
Salary of Executive Secretary	IC 36-9-29-9	
FLSA		
Overtime Rules	Part 1 June 2016	1
FORMS		
Approval of.....	March 2014	7-8
.....	Dec. 2010	9
Exact Replicas	June 2012	21
Sample Letter and Resolution	Sept. 2010	9-10
FOUNDATIONS		
Donations to.....	Part 2 June 2015	6
FUNDS		
Creating New Funds	Sept. 2010	2
Dormant Fund Balances - Transfers (IC 36-1-8-5(b)(2)).....	Dec. 2015	3
Transfers		
Temporary.....	March 2015	8
Towns.....	Sept. 2016	4
Within Budget.....	Dec. 2013	5
Overdrawn - No authority	March 2008	1
GARNISHMENT OF SALARIES AND WAGES		
Maximum (IC 24-4.5-5-105)	June 2013	16
GARBAGE COLLECTION AND DISPOSAL		
Charges For	June 2008	10-12
Contracts for	Dec. 2008	7
User Fees, Establishment of	June 2008	10-12
GASB Pension Reporting.....		
Impact Employers in 2015	March 2014 Sept. 2014	9 11
GASOLINE TAX FUND (See MOTOR VEHICLE HIGHWAY FUNDS)		
GENERAL IMPROVEMENT FUND		
Provisions of IC 36-9-17	Dec. 2015	6
GRANT ANTICIPATION NOTES		
Procedures	March 2015	9

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 13

	<u>Issue</u>	<u>Page</u>
GROUP HEALTH INSURANCE	Dec. 2010	8
.....	March 2009	8
 GUARANTEED ENERGY SAVINGS CONTRACTS		
Requirements	Dec. 2012	7-8
 HANDGUN LICENSES		
Procedures for Applications and Transfers	Sept. 2013	4
 HAZARDOUS MATERIALS EMERGENCY FEES	Sept. 2013	11
 HEALTH INSURANCE, GROUP	Dec. 2010	8
.....	March 2009	8
 HERITAGE BARNS		
Public Safety Fees	Sept. 2014	14
 HOME RULE		
Compliance	Sept. 2011	2-4
 HOUSING AUTHORITY		
Pension Plan	IC 36-7-18-10(d)	
 HYDRANT RENTAL		
Recovery of Costs from Customers	Sept. 2012	11
 INCOME TAX		
Local	Sept. 2016	1
 INDEBTEDNESS		
Anticipation of Future Revenues - Cities	March 2015	4
Anticipation of Future Revenues - Towns	March 2015	5
Funding and Refunding	March 2015	8
General Obligation Indebtedness	March 2015	3-4
Loans Between Utilities	March 2008	2
Time Warrants	March 2015	5
 INDUSTRIAL DEVELOPMENT (IC 36-7-13)		
Cities and Towns	March 2013	3
Industrial Development Program	IC 5-28-9	
 INSURANCE		
Group Insurance for Public Employees	IC 5-10-8	
.....	Dec. 2010	8
.....	March 2009	8
Self-Insurance	IC 36-1-8-6(c)	
Volunteer Firefighters	Sept. 2008	2
.....	Part 2 June 2015	3
Worker's Compensation - Inclusion of Officers	March 2016	9
Appropriations of Insurance Claim Proceeds	Dec. 2014	7
 INTERNAL CONTROL		
Training Materials	Dec. 2015	8
Timeline	March 2016	3-5
 INTERNET ADDRESSES		
State Board of Accounts	Dec. 2013	1

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 14

	<u>Issue</u>	<u>Page</u>
INVESTMENTS		
Accounting for Interest.....	Dec. 2010	6-7
.....	Dec. 2011	8-9
Accounting for Interest - City and Town Courts.....	Sept. 2008	1
Accounting for Interest - Certificates of Deposit - Renewal.....	Dec. 2010	6
Accounting for Purchase of Investments	Dec. 2010	6-7
Authority for Purchasing Investments.....	Sept. 2007	6
Certificates of Deposit	IC 5-13-9-4	
Certificates of Deposit - Renewal Procedure	Dec. 2010	6
City and Town Court Funds.....	Sept. 2008	1
Deposit Accounts - Definition	IC 5-13-4-7	
.....	IC 5-13-9-5.3	
General Law	IC 5-13-9	
Interest Earned - Crediting	Dec. 2010	6-7
.....	Dec. 2011	8-9
Investment Funds	Dec. 2010	7
Investment Cash Management System	IC 5-13-11	
Manner of Investing Funds - By Fund	Dec. 2010	5
Manner of Investing Funds - By Total Monies on Deposit	Dec. 2010	6
Money Market Mutual Funds	June 2009	17
Public Deposit Insurance Fund.....	IC 5-13-9-8.5	
Repurchase and Resale Agreements.....	IC 5-13-9-3	
Safekeeping Receipts.....	IC 5-13-9-2	
Service Charges	IC 5-13-9-8	
Soliciting Quotations From Outside Depositories.....	IC 5-13-9-5	
Terms of Investments – Two Year Limitation	IC 5-13-9-5.6	
United States Government Securities	IC 5-13-9-2	
Utility Funds	Dec. 2015	7
INVOICES		
Payment of - Requirements.....	March 2010	1-2
JURY DUTY		
Compensation of Employees While Serving on Jury or as a Witness	Sept. 2008	1
LAW ENFORCEMENT		
Continuing Education Program Fees.....	Part 2 June 2015	4
LAW ENFORCEMENT FUNDS		
Procedures	March 2010	4-5
LEASE WITH OPTION TO PURCHASE		
Procedures	Dec. 2007	8
LEVY EXCESS FUND		
Procedures	Dec. 2009	6
.....	June 2014	14
LIENS ON NUISANCE PROPERTIES		
.....	Sept. 2013	12

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 15

	<u>Issue</u>	<u>Page</u>
LOANS, TEMPORARY		
Authority for	IC 36-4-6-20 IC 36-5-2-12	
From Municipally Owned Utilities	March 2015	9
From Municipal Utility to City or Town.....	March 2008	5
Receiving Bids for Loans	March 2015	6
Tax Anticipation Time Warrants	March 2015	7
To Municipal Utility From City or Town.....	Dec. 2011	8
LOCAL LAW ENFORCEMENT CONTINUING EDUCATION FUND		
Procedures	Sept. 2013 Part 2 June 2015	2 13
Uses.....	Sept 2013	2
Verified Statements	March 2010	5
LOCAL MAJOR MOVES CONSTRUCTION FUND		
Special Distributions	Sept. 2016	7
LOCAL OPTION INCOME TAX (LOIT)		
Public Safety Costs	Sept 2008	5
LOCAL ROAD AND STREET FUND		
Auditor of State Distribution Account Numbers	Dec. 2016	7
Uses (IC 8-14-2-5)	Sept. 2011	7
LUCRATIVE AND DUAL OFFICES		
Holding.....	June 2012	20-21
MAJOR MOVES CONSTRUCTION FUND		
.....	Sept. 2016	7
MARRIAGES		
Persons Who May Solemnize	Sept. 2009	1
MARSHAL, TOWN		
Clothing and Equipment Allowance.....	March 2009	4
Special Death Benefit Fund.....	Sept. 2008	2
Deputies, Number of.....	June 2009	17
MATCHING GRANTS		
Local Road and Bridge	Part 1 June 2016	7
State Requirements	Part 2 June 2015	5
MATERIALITY THRESHOLD		
Reporting	Dec. 2015	9
MEMORIAL DAY EXPENSES		
Appropriations to Veterans Organizations.....	June 2008	15-16
METROPOLITAN POLICE FORCE		
Establishment	March 2011	2
MILEAGE REIMBURSEMENT		
City and Town Officers and Employees	March 2009	1-2
State Rate.....	Dec. 2016	2
Federal Rate	Dec. 2016	2

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 16

	<u>Issue</u>	<u>Page</u>
MILITARY LEAVE		
Active Duty.....	June 2014	14
National Guard Duty	June 2014	14
MINIMUM WAGE LAWS		
Fair Labor Standards Act.....	March 2010	3
MONEY MARKET MUTUAL FUNDS		
Investment in	June 2009	17
MOTOR VEHICLES		
Inspection	Sept. 2013	3
Penalties Collected for Failure to Timely Register	Dec. 2016	16
MOTOR VEHICLE HIGHWAY FUNDS		
Annual Operational Report.....	Dec. 2013	3
Approved Uses (IC 8-14-1-5)	Sept. 2011	6
Approved Uses (OAG No. 27, 1965)	Sept. 2015	6
Auditor of State Distribution Account Number.....	Dec. 2016	7
Excise Surtax and Wheel Tax	March 2014	5
Payment for Street Lighting.....	Dec. 2016	6
Penalties for Misapplication.....	Sept. 2011	6
Use for Law Enforcement Purposes.....	Dec. 2007	10
Use for Sidewalks.....	Sept. 2009	1
MOVING TRAFFIC VIOLATIONS		
Enforcement	Sept. 2012	2
State Examiner Directive 2015-1	March 2015	1
	March 2015	14
MUNICIPAL ORDINANCE		
Violations Bureau.....	Sept. 2016	5
MUNICIPAL UTILITIES (See UTILITIES, MUNICIPAL)		
NATIONAL GUARD AND RESERVES		
Leaves of Absence for Governmental Employees	June 2014	14
NEPOTISM		
Policy and Definitions	IC 36-1-20.2	
Contracting with a Unit	March 2016	2-3
NEWSPAPERS - PUBLIC NOTICE ADVERTISING GENERAL STATUTE (IC 5-3-1)		
Number of Newspapers Required	Sept. 2014	4
Rate Charges.....	Dec. 2009	31-35
	Dec. 2011	12-16
	Dec. 2012	11-15
	Dec. 2013	9-13
	Dec. 2014	11-15
	Dec. 2015	12-16
	Dec. 2016	18-23
NEW HIRE REPORTING		
Requirements	Dec. 2007	6-7

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 17

	<u>Issue</u>	<u>Page</u>
NOTARY PUBLIC		
Clerks and Clerk-Treasurers	Sept. 2008	3
NOT-FOR-PROFIT CORPORATIONS		
Audits of Financial Assistance.....	Sept. 2016	8
Assistance to Public Health Nursing Programs.....	Dec. 2015	6
OATHS		
Clerk-Treasurer's Notary Powers	Sept. 2008	3
OATHS OF OFFICE		
Where to Deposit.....	March 2012	1
OFFICE INQUIRIES		
Letters.....	Dec. 2008	1
OFFICE SPACE		
Procedures	Sept. 2015	7
OFFICIAL BONDS - GENERAL STATUTE (IC 5-4-1)		
Amount	June 2009	22
Barrett Law	March 2008	1
Bonds and Coverages	Sept. 2015	1-3
Filing	June 2009	22
Fire Pension Secretary - Public Law 117	June 2011	7
Police Pension Fund Secretary	Dec 2010	10
Term	Sept. 2014	7
OFFICIALS		
Disbursing Public Funds.....	Dec. 2007	9
Interest in Contracts	March 2013	4-6
Leave Policy	June 2007	9
Signatures on Claims and Warrants.....	Sept. 2012	1
Town Official's Duties	June 2009	16
Year End Duties - Outgoing Officials.....	Dec. 2011	5
OLD OUTSTANDING CHECKS		
Cancellation	Dec. 2013	2
Courts	June 2011	17
OMB CIRCULAR A133		
Requirements and Reforms.....	March 2015	11
OPENING NEW LEDGERS		
Procedures (See Cities and Towns Accounting Manual)		
OPINIONS OF ATTORNEY GENERAL		
Investment of Town Utility Funds	Dec. 2015	7
Motor Vehicle Highway Fund - Buildings.....	Sept. 2015	6
Motor Vehicle Highway Fund - Street Lighting	Dec. 2016	6
OPINIONS OF ATTORNEY GENERAL		
Travel Expense.....	Sept. 2012	9
OPTICAL IMAGES OF CHECKS		
Original Record.....	March 2009	9

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 18

	<u>Issue</u>	<u>Page</u>
ORDINANCES		
Enforcement	Sept. 2014	5
Publication of Penal Ordinances	Dec. 2013	5
Ordinance Violations Bureau.....	Sept. 2016 March 2012	5 1
Ordinance Violations on Private Property – Removal Costs	Sept. 2012	9-10
Publications Prescribing Penalties - Cities	June 2014	12
Publications Prescribing Penalties - Towns	June 2014	13
OUTSTANDING CHECKS		
Procedure for Handling Old Outstanding Checks	Dec. 2013	2
OVERWEIGHT VEHICLES		
Judgments	Dec. 2008	9
PARKING METER FUNDS		
Statutes.....	IC 36-9-11; IC 36-9-12	
Parking Tickets - Failure to Pay.....	IC 9-30-11	
PARKING TICKETS		
Unpaid	Sept. 2012	14
PARKS AND RECREATION		
Acquisition and Operation of Golf Courses	IC 36-10-5-3(b)	
Board Member Salaries and Per Diem.....	Sept. 2007	6
Bonds of Officers and Employees	IC 36-10-3-16	2
Cumulative Sinking and Building Fund.....	Sept. 2013	1
Nonreverting Capital Fund – Procedures to Establish	IC 36-10-3-20	5-6
Salaries and Appropriation Transfers.....	March 2008	5
Nonreverting Operating Fund	March 2012	5-6
Nonreverting Operating Fund – Use of Program Balances.....	Sept. 2012	6
Daily Deposits Required	March 2009	7
PAYROLL		
Deductions - Requirements	Sept. 2011	10-11
Overpayments - Recovery from Employee	March 2008	6-7
Payroll Fund and Payroll Warrant - Use of.....	Sept. 2007	1-2
Record of Hours Worked	June 2012	23
PENALTIES		
Utility Billings.....	March 2009	6-7
PENSION PLANS		
Available Plans	March 2012	6
PERF	Sept 2015	6
PETTY CASH FUND		
Procedures to Establish.....	March 2012	7
Changing the Amount Set by Council	March 2012	7

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 19

	<u>Issue</u>	<u>Page</u>
POLICE DEPARTMENTS		
Accident Report Fees	Sept. 2013	3-4
.....	Sept. 2010	3
Confiscated Weapons	Sept. 2013	5-6
Criminal History Fees	March 2015	1
Handgun License Fees.....	Sept. 2013	4
Local Law Enforcement Continuing Education Fees.....	Sept. 2013	2
.....	Part 2 June 2015	3
Metropolitan - Establishment in Towns	March 2011	2
Motor Vehicles - Inspection	Sept. 2013	3
POLICE OFFICERS, CITY		
Age Limitation – Examinations Required	Sept. 2010	2
Equipment and Clothing Allowance (IC 36-8-4-4)	March 2009	3
Overtime	IC 36-8-4-8	
.....	March 2007	5
Residence Requirements	IC 36-8-4-2	
.....	Sept. 2016	4
Worker's Compensation Insurance	IC 22-3-2-2	
.....	March 2012	3
Worker's Occupational Disease Insurance.....	IC 22-3-7-2	
POLICE PENSION FUND		
Attorney Fees	IC 36-8-6-5(b)	
Benefits.....	IC 36-8-6-8	
.....	IC 36-8-6-9	
.....	IC 36-8-6-10.1	
.....	IC 36-8-6-11	
.....	IC 36-8-6-12	
Bond Requirements	Dec. 2010	10
.....	March 2016	9
Civilian Employees	IC 36-8-3-8(a)	
Deferred Retirement Option Plan (DROP)	Sept. 2012	13-14
Dependents Benefits	IC 36-8-6-9.6	
.....	IC 36-8-6-9.7	
Disability Benefits	IC 36-8-6-8	
Duties of Secretary	IC 36-8-6-3(d)	
.....	Part 1 June 2016	2
Funeral Benefits.....	Dec. 2008	6
Membership of Board	IC 36-8-6-2	
Records	June 2012	20
POLICE RESERVES		
	IC 36-8-3-20	
POPULATION DECREASES-2ND CLASS CITIES		
Effects of.....	Sept. 2007	6
.....	June 2009	15
.....	IC 36-4-1-1	
.....	IC 36-4-1-1.1	
PRECIOUS METAL DEALER		
Registration Fees.....	Dec. 2014	5
PRETRIAL DIVERSION PROGRAM FEES		
Procedures	Sept. 2014	7

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 20

	<u>Issue</u>	<u>Page</u>
PREVAILING WAGES Department of Labor.....	March 2010	3
PROCUREMENT CARDS Criteria for Usage.....	Sept. 2014	4
PROMOTION OF CITY AND TOWN BUSINESS Requirements	Dec. 2015	5
PROPERTY Sale and Exchange Between Public Bodies	IC 36-1-11-8	
Sale of - Legal Requirements	IC 36-1-11	
Sale of - Personal Property	IC 5-22-22	
PROPERTY TAX ADVANCES Procedure	Sept. 2007	1
PUBLIC BUILDINGS Towns	IC 36-1-4-6	
PUBLIC CONSTRUCTION LAW Overview.....	Sept. 2015	8
PUBLIC DEPOSITORYIES (See DEPOSITORIES)		
PUBLIC HEALTH NURSING ASSOCIATIONS Assistance	Dec. 2015	6
PUBLIC IMPROVEMENTS REVOLVING FUND Provisions of Law.....	IC 36-9-17	
PUBLIC LAWS - DIGESTS		
2007.....	June 2007	1-8
2008.....	June 2008	1-10
2009.....	June 2009	1-15
2010.....	June 2010	1-13
2011.....	June 2011	1-16
2012.....	June 2012	1-16
2013.....	June 2013	1-15
2014.....	June 2014	1-9
2015.....	Part 1 June 2015	1-20
2016.....	Part 2 June 2016	1-15
PUBLIC NOTICE ADVERTISING (SEE ADVERTISING, PUBLIC NOTICE)		
PUBLIC RECORDS (See RECORDS)		
PUBLIC SAFETY (LOIT) Procedures	Sept. 2008	5

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 21

	<u>Issue</u>	<u>Page</u>
PUBLIC WORKS AND IMPROVEMENTS (PUBLIC CONSTRUCTION)		
Bid and Bond Forms	IC 36-1-12-4(b)(6)	
Common Construction Wage	Dec. 2009	12-29
General Provisions of Statute (IC 36-1-12)	Dec. 2016	10
Interest on Payments for Road Work	June 2013	16
Notice to Bidders - Detailed Specifications Not Required	June 2014	11
Opening of Bids	IC 36-1-12-4(b)(7)	
.....	June 2014	11
Projects \$2 Million and under – Financing	March 2015	10
Retainage on Contracts	IC 36-1-12-14	
.....	June 2008	12-13
PURCHASES		
Articles Made in State Institutions	IC 5-22-11	
.....	IC 5-22-12	
Computer Hardware and Software	March 2014	1
General Provisions of Statute (IC 5-22).....	June 2008	14-15
Land and Buildings	IC 36-1-4-5	
.....	IC 36-1-10.5	
Cancellation or Rejection of Bids.....	March 2009	6
Extension of Contracts	June 2009	18
Rental - Purchase Agreements	Dec 2007	8
.....	IC 36-1-10	
State QPA Contract - Purchase From State Supplier	IC 5-22-10-15	
Utilities - Exemption From Public Purchase Law.....	IC 5-22-1-2	
QUESTIONS AND ANSWERS FROM JUNE TRAINING SCHOOLS		
2007	Sept. 2007	6-10
2008	Sept. 2008	6-7
2009	Sept. 2009	7-11
2010	Sept. 2010	11-14
2011	Sept. 2011	13-14
2012	Sept. 2012	17-21
2013	Sept. 2013	16-19
2014	Sept. 2014	14-22
2015	Part 2 Sept. 2015	8-10
2016	Sept. 2016	9-11
RAINY DAY FUND		
Dedicated Fund	Sept. 2015	4
Excess CAGIT, COIT, CREDIT Distributions	Dec. 2014	7
Procedures to Establish.....	Sept. 2013	13-14
Transfers from	Sept. 2013	13-14
Transfers to.....	Sept. 2013	13-14
RANSOMWARE	Dec. 2016	14
RECORDS		
Destruction of Canceled Bonds and Coupons	June 2011	18
Disposing of Old Public Records (IC 5-15-6)	Dec. 2007	6
Capital Assets Ledger - City and Town Form No. 211 (Rev. 2003)	Dec. 2014	8
Opening New Ledgers (See Cities and Towns Accounting Manual, Pages 11-34 and 11-35)		
Public Records Go With Office	Dec. 2011	8
Requests for Examination	Dec. 2011	9
Retention Schedules	Dec. 2007	6
Right of Taxpayers to Inspect (IC 5-14-3)	Dec. 2012	9
Year End Duties.....	Dec. 2013	1

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 22

	<u>Issue</u>	<u>Page</u>
REDEVELOPMENT		
Commission Member Salaries and Per Diems.....	Sept. 2007	6
Real Estate Not Subject to Taxation (IC 36-7-14-37).....	March 2013	3
Sale and Lease of Real Estate to Other Public Agencies (IC 36-7-14-22(a))	March 2013	3
Tax Levy	IC 36-7-14-27	
	IC 36-7-14-28	
	Dec. 2008	7
RENTAL-PURCHASE AGREEMENTS		
Necessary Provisions and Requirements	Dec. 2007	8
REPORTS		
Annual Operational Report – Local Road and Street Fund.....	Dec. 2016	3
Annual Financial Report Financial Report to State Board of Accounts	Dec. 2016	4
Publication Requirements	Dec. 2016	5
Report of Names, Addresses, Duties, and Compensation - Form 100R	Dec. 2016	5
RESIDENCE REQUIREMENTS		
City Police and Fire Personnel	Sept. 2016	4
Clerk-Treasurer.....	March 2013	4
RETENTION SCHEDULES		
Public Records.....	Dec. 2007	6
REVENUE BOND ORDINANCES		
Procedures	Sept. 2015	5
RIGHT OF WAY EASEMENTS – RECORDING		
Local Streets.....	Dec. 2011	8
RIVERBOAT GAMBLING		
Admissions Tax Revenue.....	Sept. 2016	7
Wagering Tax Revenue.....	Sept. 2016	7
Riverboat Fund	Sept. 2007	5
Donations to Foundation	Sept. 2010	6-7
Revenue Sharing to Cities and Towns Without Boats.....	Sept. 2012	7-8
RUBBER STAMP FOR SIGNATURES		
Use of	Sept. 2012	1
SALARIES (See COMPENSATION)		
SALES TAX		
Exemption Certificates.....	Sept. 2016	3
SCAMS		
Fraudulent Emails.....	March 2016	1
SEATBELT VIOLATIONS		
Procedures	Sept. 2012	1
Official Opinion No. 2003-2.....	March 2013	1-2
Violations	March 2015	1

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 23

	<u>Issue</u>	<u>Page</u>
SEWAGE DISPOSAL PLANTS AND SEWERS		
Cumulative Building and Sinking Fund.....	Dec. 2008	6
Delinquent Accounts		
Collection of	IC 36-9-23-33	
Delinquent Fees	IC 36-9-23-31	
.....	IC 36-9-23-33(a)(3)	
Discontinuing Water Service	March 2011	2
Lien - Filing Procedure, Recording, Etc.	Sept. 2012	10-11
Penalties	March 2009	6-7
Service Charge	Sept. 2012	10-11
Unenforceable Sewer Liens	Sept. 2010	4
Delinquent \$5 Charge.....	March 2016	7
Deposits.....	IC 36-9-23-25;	
.....	IC 36-9-23-28	
.....	June 2014	10
Operation by Utility Service Board (IC 36-9-23-3(2))	March 2011	2
Uniform System of Accounts	March 2007	3
SICK LEAVE		
Elected Officials	June 2007	9
Written Policy Needed	Dec. 2011	6
SIDEWALKS		
Construction.....	Dec. 2016	8
.....	Sept. 2009	1
SIGNATURE OF OFFICIALS		
On Claims and Warrants	Sept. 2012	1
SINGLE AUDITS		
Single Audit Act Amendments	March 2015	11-13
SOCIAL SECURITY		
Tax Base	Dec. 2007	2
.....	Dec. 2008	2
.....	Dec. 2009	2
.....	Dec. 2010	2
.....	March 2011	1
.....	Dec. 2011	2
.....	Dec. 2012	2
.....	Dec. 2013	2
.....	Dec. 2014	2
SOLEMNIZATION OF MARRIAGES		
Clerk-Treasurers, Mayors, and Clerks.....	Sept. 2009	1
SOLID WASTE DISPOSAL FACILITIES AND COLLECTION		
Contracts Required.....	IC 36-9-30-5(d)	
Provisions of Law.....	IC 36-9-30	
.....	Dec. 2007	9
SPEED LIMITS – CITY AND TOWN STREETS		
Maximum Lawful Speeds, Alteration of, Fines	Sept. 2012	2-5

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 24

	<u>Issue</u>	<u>Page</u>
SPECIAL FUEL TAX		
Remittance of.....	March 2007	4
Reporting Changes.....	March 2014	2
STATE DISTRIBUTIONS		
Fund Numbers, Name, Frequency, Fund Benefiting.....	Dec. 2016	7
STATE EXAMINER DIRECTIVES		
Engagement of Private Examiners	Part 1 June 2016	4
Generally Accepted Accounting Principles Reporting	Part 1 June 2016	4
STATE FUNDS		
Appropriations.....	Part 2 June 2015	5
STATE GRANTS		
Separate Fund Required-Matching Grants	Part 2 June 2015	5
Appropriations.....	Part 2 June 2015	5
STATE USER FEES		
Procedures For Distribution.....	Sept. 2010	1
STORMWATER MANAGEMENT SYSTEMS		
Financing of	Sept. 2012	12
STREET CUT DEPOSITS		
Proper Handling.....	Dec. 2012	9
STREET FUND (See MOTOR VEHICLE HIGHWAY FUNDS)		
SURPLUS PROPERTY – TRANSFER OF		
To Volunteer Fire Company	Sept. 2009	6
SYSTEMS		
Computer Purchases and Form Approvals	Sept. 2010	9-10
TAX ABATEMENT		
Procedure	IC 6-1.1-12	
TAX ADVANCES		
Authority for	Sept. 2007	1
TAXES (See FEDERAL EXCISE TAX, GASOLINE TAX, GROSS INCOME, SALES TAX)		
TAX WRITE OFFS	IC 6-1.1-36-7	
TOBACCO – SALE OF TO MINORS		
Procedure For Handling Fines.....	June 2013	18
TOWN EMPLOYEES		
Removal.....	June 2009	17
TOWN MANAGER		
Employment of.....	IC 36-5-5	

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 25

	<u>Issue</u>	<u>Page</u>
TOWN OFFICIALS		
Compensation.....	Sept. 2013	9
Duties.....	June 2009	16
Vacancies in Elected Offices	Dec. 2009	6
TRAFFIC VIOLATIONS BUREAU	March 2012	2
TRAINING MATERIALS		
Internal Controls	Dec. 2015	8
TRANSFER OF FUNDS		
Dormant Fund Balances (IC 36-1-8-5(b)(2))	Dec. 2013	3
Depleted Funds (IC 36-1-8-4(a))	March 2015	8
Temporary Transfers	March 2015	8
Town Funds	Sept. 2016	4
TRAVELING EXPENSES		
Meal Expense Advances	March 2009	1-2
.....	March 2016	8
Parking and Toll Fees.....	March 2009	1-2
Reimbursement for Spouse.....	March 2007	1-2
Reimbursement to City and Town Officers and Employees.....	March 2009	1-2
.....	March 2016	7-8
State Called Meetings	March 2009	2
.....	March 2016	8
State Mileage Rate	Dec. 2007	2
.....	Dec. 2008	2
.....	Dec. 2010	2
.....	Dec. 2013	2
.....	Dec. 2015	2
.....	March 2016	1
TUITION REIMBURSEMENT		
Procedures	March 2011	2
UNEMPLOYMENT COMPENSATION		
Employer's Liability	IC 22-4-11-2(d)	
UNCLAIMED PROPERTY – CHECKS		
Procedures	Sept. 2010	5
UNSAFE BUILDING FUND.....	IC 36-7-9-14	

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 26

	<u>Issue</u>	<u>Page</u>
UTILITIES, MUNICIPAL		
Cash Reserve Fund.....	Sept. 2014	3
Claims - Allowance	June 2013	18
Classifications.....	March 2007	3
Clerk-Treasurer's Duties.....	March 2016	10
Deposits.....	IC 32-34-1-1	
.....	June 2014	10
Expenditures.....	Part 1 June 2016	2
Forms.....	March 2007	3
Funds - Official Responsible for	Dec. 2007	9
General Questions.....	Sept. 2011	5
Hydrant Rental – Recovery of Costs from Customers	Sept. 2012	11
Investments of Meter Deposit Funds.....	Dec. 2011	8-9
Investment of Utility Funds	Dec. 2015	7
Loans to City or Town.....	March 2008	5
Loans to Other Utilities	March 2008	2
Payments in Lieu of Taxes	March 2011	1
Penalties on Utility Billings.....	March 2009	6-7
Public Purchases Exemption.....	IC 5-22-1-2	
Public Works and Improvements - General Statute	IC 36-1-12	
Sale of.....	IC 8-1.5-2-3/6	
Utility Service Board Members - Salaries	Sept. 2011	1
Unclaimed Wastewater Overpayments	June 2014	10
Unclaimed Deposits.....	June 2014	10
Wastewater Deposits.....	June 2014	10
UTILITIES, SEWAGE (See SEWAGE DISPOSAL PLANTS AND SEWERS)		
Temporary Loans from City or Town	Dec. 2011	8
Unclaimed Meter Deposits	June 2014	10
Underground Facilities.....	Sept. 2010	3
Uniform System of Accounts	March 2007	3
Utility Regulatory Commission.....	IC 8-1	
VACANCIES IN ELECTED OFFICES		
Towns	Dec. 2009	6
VACATIONS		
Advance Payment Authorized	Dec. 2011	6
Written Policy Needed	Dec. 2011	6
Elected Officials	June 2007	9
VEHICLE ACCIDENT REPORTS (IC 9-26 / IC 9-29)		
Procedure	Sept. 2013	3-4
.....	Dec. 2016	15
VEHICLE INSPECTION FEES		
Procedures	Dec. 2016	15
VENDING MACHINES		
Commissions	Dec. 2016	9

CITIES AND TOWNS 2016 BULLETIN INDEX – PAGE 27

	<u>Issue</u>	<u>Page</u>
VETERANS		
Appropriations to Veterans Organizations		
for Memorial Day Expenses (IC 10-7-13-1)	June 2008	15-16
Memorials – Appropriations to Establish and Maintain	June 2008	16
VOID WARRANTS (CHECKS)		
Old Outstanding Checks.....	Dec. 2013	2
VOLUNTEER FIREFIGHTERS		
Automobile Allowances	IC 36-8-12-5	
Clothing and Automobile Allowance	Sept. 2016	3
Compensation.....	IC 36-8-12-2	
Contracts	Dec. 2016	3
Insurance	Sept. 2008	2
.....	Part 2 June 2015	1
.....	IC 36-8-12-6	
.....	IC 36-8-12-7	
.....	IC 36-8-12-8	
Unemployment Compensation	Dec. 2008	7
WARRANTS (CHECKS)		
Cancellation	Dec. 2016	2
Old Outstanding Checks.....	IC 5-11-10.5	
.....	Dec. 2016	2
Optical Imaged.....	March 2009	9
Rubber Stamp Signatures	Sept. 2012	1
Dishonored	Sept. 2010	5
W-4 REPORTING REQUIREMENTS		
New Hires	Dec. 2007	6-7
WEED CUTTING ASSESSMENTS		
Cities and Towns	June 2010	15
WEIGHTS AND MEASURES		
Inspector of	Sept. 2008	4-5
WHEEL TAX		
Uses.....	March 2014	5
WORKER'S COMPENSATION INSURANCE		
Absence From Work for Injury	March 2008	2
.....	March 2016	9
City Firefighters and Police Officers (IC 22-3-2-2)	March 2012	3
Inclusion of Officers	March 2016	9
YEAR END DUTIES		
Year End Duties.....	Dec. 2016	1
Year End Duties - Outgoing Officials.....	Dec. 2011	5